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United States Department of State

Washington, D.C. 20520

Dear Mr. Donnelly:

Policy concerning the secure transportation of all materials for controlled access areas and designated items utilized in other portions of the overseas posts has recently been established.

I feel it is extremely important to implement as soon as possible the measures necessary for the secure transportation of materials so we can collectively marshall the resources of the foreign affairs community necessary to support this policy.

Because of our limited resources at this time and the necessary lead time to set up such an operation, high technical threat posts and NOBs will be the first impacted by this policy with the other posts to follow as soon as the logistic and personnel positions can be established.

The enclosed Transit Security Policy dated 30 September 1987 should receive wide dissemination to ensure a cohesive security posture by all affected organizations.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Gregorie W. Bujac', written over a horizontal line.

Gregorie W. Bujac  
Director  
Physical Security Programs

Enclosure:  
As stated

Mr. William A. Donnelly,  
Deputy Director for Administration,  
Langley, Virginia.

BUREAU OF DIPLOMATIC SECURITY

TRANSIT SECURITY POLICY

Construction materials, equipment, furniture, furnishings, and supplies, which are to be used in, installed, attached to, or become a part of the controlled access area of a Diplomatic facility will be controlled from the time of embarkation through installation and/or use. Certain security/communication equipment and supplies as determined by DS located outside the controlled access area will require the same protection. Some materials/items will be excluded because of their physical characteristics or ease of inspection, while other materials/items will be exempted by DS, on a case-by-case basis.

DEFINITIONS

Security of Materials: Materials shall be considered secured when under the 24-hour control by cleared U.S. personnel or by appropriate technical means and seal. At any time that the control of the material is lost, for whatever reason, the material will be considered compromised and cannot be used in a controlled access area.

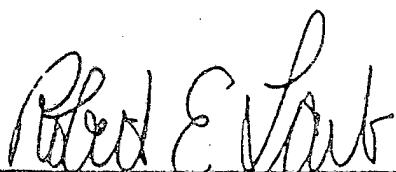
Controlled access area: Those areas where classified information is stored, processed, or discussed, and where only cleared American personnel will be allowed unescorted access.

The point of embarkation: The point at which the material is first identified as being destined for a post's controlled access area.

Excluded materials/items: The materials/items that are excluded are as follows:

- Concrete ingredients
- Paper
- Cloth material

The list of excluded materials/items will be updated as necessary.



Robert E. Lamb  
Assistant Secretary

September 30, 1987  
Date



## United States Department of State

Washington, D.C. 20520

April 5, 1988

MEMORANDUM

TO: A/OPR - Mr. Richard C. Faulk  
 A/FBO - Mr. Richard N. Dertadian  
 A/OC - Mr. Robert C. Caffrey  
 EAP/EX - Mr. E. Parks Olmon  
 NEA/EX - Mr. Joseph H. Melrose, Jr.  
 AF/EX - Mr. Jim D. Mark  
 EUR/EX - Mr. Kenneth N. Peltier  
 ARA/EX - Mr. Eugene Scassa

FROM: DS/DSS - ~~Clark Dittmer~~

SUBJECT: Secure Logistics Procedure

Attached is a copy of the secure logistics procedure developed by Transit Security. It establishes a uniform system for the shipment of material and equipment requiring secure transportation. Included are requirements for random purchase, central consolidation points, and the use of U.S. Dispatch Agents for the overseas shipments. It also establishes guidelines for container preparation as well as ~~deleting~~ <sup>deleting</sup> the steps to take in receiving the shipment at the port of debarkation and protecting it to the receiving post.

After the cargo is prepared in accordance with these newly established packaging procedures and is delivered to the Dispatch Agent, Diplomatic Security will take steps to ensure the integrity of the containers during shipment by affixing security devices and performing other classified procedures on the containers.

Transit Security is prepared for immediate implementation of this procedure. Mr. Wayne Algire, Chief, Transit Security (276-9888) is available to coordinate the implementation of the procedure and resolve any problem areas.

Attachment: As stated

*Log-6-1-AR*

Clearance: DS/PSP - GBujac  
DS/PSP/CS - JWolf  
WAlgire

DISTRIBUTION

Addressee(s)

CS - Chron File

CS - Subject File

Drafted by DS/PSP/CS - TMcNear:rag  
4/05/88 276-9888 0090b

## SECURE LOGISTICS PROCEDURE

The initial Secure Logistics Procedure is herewith established. It is subject to change as new equipment, techniques and procedures are developed. Persons involved in implementing this procedure and Contractor Officer's Technical Representative (COTR) shall maintain close contact with the Office of Construction Security and the Division of Transit Security to insure the current procedures are utilized.

**Applicability:** These procedures are applicable to all entities involved in the procurement and shipping of materials destined for core areas of US Missions. Throughout these procedures the term "those persons responsible" is used to mean either contractors or U.S. Government entities, who procure, consolidate and ship materials destined for core areas of US Missions.

1. Transit Security Requirements. The Transit Security Policy and applicable definitions are included as an attachment to this document.

A. Random Purchase/Protection of Destination Information. Those persons responsible for procurement shall select vendors at random and give no indication of ultimate destination or use of their materials and/or equipment. They shall be required to produce, upon demand by the Government, detailed receipts for all purchases.

B. Materials/Equipment For Core Areas. In consonance with the Transit Security policy contained in the attachment and with the requirement for random purchase, the items described in that policy will be considered secured when under continuous 24-hour control by either cleared American personnel and/or technical means approved by the Bureau of Diplomatic Security. The 24 hour control commences when the Division of Transit Security certifies the cargo for onward shipment. Should the afore-mentioned control be lost over any such items, the material(s) involved will be considered compromised, and will not be used in or in proximity to any core area. Failure to randomly purchase materials and/or failure to adhere to the provisions of the BOM listed in paragraph 2D, as applicable, will result in denial of acceptance of the materials.

C. Generic Bill of Materials (BOM). The Bill of Materials (BOM) in paragraph 2D below lists various types of construction items. No materials/equipment may be procured from the countries

noted at the bottom of the BOM unless specifically authorized in writing that such items may be locally obtained.

D. Specific BOM. A specific BOM shall be prepared covering all materials that are to be used in, installed in, and/or attached to any core area of a Diplomatic Facility. This BOM will be provided to the Office of Construction Security for review prior to consolidation. The materials contained on this specific BOM require secure transportation, and fall under the provisions of these Secure Logistics Procedures.

E. Central Receiving Point. Those persons responsible shall arrange for vendors to ship to a contractor obtained central receiving/consolidation point located within 100 miles of the US Department of State Despatch Agent (USDA) designated for service to the country concerned. For materials obtained in Western Europe the contractor obtained central receiving/consolidation point will be located within 100 miles of the logistical support office in Antwerp, Belgium. The contractor must ensure that neither vendors or the personnel at the contractor's central receiving/consolidation point are provided any information as to the ultimate destination of the material involved. The material will be consolidated and prepared for shipment at the central receiving point in accordance with paragraph 2 below. A list of USDA's and their areas of responsibility are attached as ANNEX I.

## 2. Packing and Shipping.

A. The material/equipment destined for core areas and/or requiring secure transportation shall be consolidated and packed in the container for shipment. The boxes/crates, if used, shall be marked with the project number and box number only. Unique requirements for individual countries may require special packing methods that will be designated by the Division of Transit Security.

B. When the materials are consolidated, packed and ready for shipment, the vendor/contractor shall notify the designated Despatch Agent or logistical support office. This notification shall be made at least 90 days prior to the desired site delivery date, and it will also provide the cubes and weights of the containers to be shipped. The Government will arrange for subsequent shipment to the site. The shipper shall ensure that all material/equipment delivered to the US Government have a complete packing list and be packaged to preclude damage during shipment. The US Government responsibility is limited to provide a secure method of shipment of the cargo, not for contents thereof.

C. Container preparation:

(1) Only dry standard containers of steel corrugated sides will be used for the shipment of material and or equipment. Prior to use, the container will be inspected to ensure structural integrity, including the physical condition (dents, holes, etc) of the floor, walls, and roof. A completed visual inspection report (see Annex III) on each container will be forwarded to the Division of Transit Security, DS/PSP/CS/TS.

(2) One of the following container preparation methods will be used:

a. Paint the interior of the container with a paint meeting the specifications outlined in the National Stock Number GL 8010-00-664-4761, and in accordance with the manufacturers instruction. In order to preclude the establishment of a regular pattern, consecutive containers will not be painted the same color. Only pastel colors will be used for this purpose. A paint chip sample and a copy of the vendor's receipt for the paint applied to the container will be provided to the Division of Transit Security, DS/PSP/CS/TS, along with the complete inspection report mentioned above; or

b. Line the interior walls, floor and ceiling of the container with 5/8" plywood by attaching to 2" by 4" interior framing.

(3) Build an inside dunnage wall in the container using the specifications provided in Annex II. Should the dunnage wall not be built to specifications, the container will be returned to the responsible person at his expense.



D. Procurement Security Criteria for core areas:

Item	Source	Item	Source
Item Delta Barriers	US	A/C Duct	*/+
Generator Set	US	Bricks	*/+
MSG Booths/Ballistics	US	Carpet	*/+
Power Line Conditioners	US	Concrete Blocks	*/+
Radios	US	Floor Tile	*/+
Roof Hatches	US	Steel Beams	*/+
Transformers	US	Steel Plate	*/+
Vault Doors	US	Steel Rebar	*/+
Voltage Regulators	US	Studs	*/+
Cable	US	Tile	*/+
Ceiling Tile			
and Suspension System	US	Wall Board	*/+
Circuit Breakers	US	Wood Work	*/+
Conduit	US	Cement and	
		Concrete	**
Lights	US	Form Work	**
Outlets	US	Sand and Gravel	**
Panel Boards	US	Scaffolding	**
Pipe	US	Shoring	**
Switch Gear	US		
Switches	US		

\*\* - May be purchased overseas

US - United States of America

\*/+ - May be purchased overseas but MAY NOT be purchased in the following countries or from nationals of the following countries:

-Afghanistan	-Laos
-Albania	-Libya
-Angola	-Mongolian People's Republic
-Bulgaria	-Nicaragua
-Cuba	-North Korea
-Czechoslovakia	-People's Republic of China
-Ethiopia	-Poland
-East Germany (incl. Soviet Sector of Berlin)	-Romania
-Hungary	-South Yemen
-Iran	-Syria
-Iraq	-U.S.S.R.
-Kampuchea	-Vietnam
	-Yugoslavia

3. Reception. To ensure the integrity of the cargo to its final destination, the steps listed below shall be taken by those persons responsible for reception of the material at ports and construction sites. Close coordination with appropriate post personnel shall be established to ensure that these actions are accomplished:

A. Those persons responsible, in coordination with appropriate post personnel, shall ensure that the cargo is met upon arrival at the port of debarkation by cleared American personnel, and that one of the following customs and port clearance procedures, in descending order of priority, is accomplished:

(1) Make arrangements for the entire shipment to be declared or treated as Diplomatic Pouch so containers may be met at the port of debarkation, cleared through customs without delay, loaded and immediately trucked to the secure American storage site; or

(2) Make arrangements for pre-customs clearance so that the container(s) may be met at the port of debarkation, loaded and immediately trucked to the secure American storage site; or

(3) Make arrangements for immediate customs clearance at the port of debarkation, with no opening of the containers at the port, but with the possibility of customs officials viewing of the containers upon arrival at the secure American storage facility. Should it be necessary for customs to open the containers, it is desired that this be done at the secure American storage facility. The provisions of paragraph 3B(3) below also apply; or

(4) Make arrangements for the cargo to be met upon arrival at the port. These arrangements shall include provisions for maintaining 24-hour cleared American surveillance over the cargo should there be a delay in moving it through the port of debarkation to the secure American storage facility. Additionally, arrangements must be made to have the person (Site Security Manager or RSO) who is knowledgeable of the security arrangements present at the time any container is opened. The provisions of paragraph 3B(3) below also apply.

B. The persons responsible for reception shall also:

(1) Arrange for sufficient transportation to move the cargo to the post under continuous escort by cleared Americans.

(2) Ensure that there is 24-hour cleared American protection at the secure storage facility at the post or construction site.

(3) Arrange to have the person (Site Security Manager or RSO), who is knowledgeable of the security arrangements of the containers, present at the secure storage site or wherever the containers may be opened. That person will supervise the opening of the containers, inspect the seals and dunnage walls, determine if any discrepancies exist, take possession of any seals or other securing devices, and report the results by cable to the Division of Transit Security, DS/PSP/CS/TS.

4. A recapitulation of contractor and Department of State responsibilities is contained in ANNEX IV.

## ANNEX I

## U.S. Despatch Agents and Responsible Countries

Shipments of supplies and equipment bound for particular overseas posts are routed through particular Despatch Agencies. The Despatch Agencies and the posts they service are listed below. Vendors having supplies and equipment destined for an overseas post should contact the Despatch Agency servicing this post for shipping instructions. The European Logistical Support Office (ELSO) in Antwerp serves primarily as a transshipment point for destinations in Europe and Africa and should not be contacted to initiate shipments.

## USDA BALTIMORE services:

Abidjan	Cotonou	Malabo
Accra	Dakar	Monrovia
Bamako	Douala	N'Djamena
Bangui	Freetown	Niamey
Banjul	Kaduna	Nouakchott
Bissau	Kinshasa	Ouagadougou
Brazzaville	Lagos	Praia
Bukavu	Libreville	Rabat
Casablanca	Lome	Tangier
Conakry	Lumbumbashi	Yaounde

## USDA MIAMI services:

Asuncion	Kingston	Quito
Barranquilla	La Paz	Recife
Belize City	Lima	Rio de Janeiro
Bogota	Managua	St. George's
Brasilia	Martinique	St. John's
Bridgetown	Maracaibo	Salvador da Bahia
Buenos Aires	Montevideo	San Jose
Caracas	Nassau	San Salvador
Curacao	Panama	Santiago
Georgetown	Paramaribo	Santo Domingo
Guatemala	Port-au-Prince	Sao Paulo
Guayaquil	Porto Alegre	Tegucigalpa
Havana	Port of Spain	

## USDA NEW YORK services:

Abu Dhabi	Dusseldorf	Mombasa
Adana	Edinburgh	Moroni
Addis Ababa	Florence	Moscow
Alexandria	Frankfurt	Munich
Algiers	Gaborone	Muscat
Amman	Geneva	Nairobi
Amsterdam	Genoa	Naples
Ankara	Hamburg	New Dehli
Antananarivo	Hamilton	Nicosia
Antwerp	Harare	Oporto
Athens	Helsinki	Oran
Baghdad	Islamabad	Oslo
Barcelona	Istanbul	Palermo
Beirut	Izmir	Paris
Belfast	Jerusalem	Peshawar
Belgrade	Jidda	Ponta Delgada
Berlin (East/West)	Johannesburg	Port Louis
Bern	Kabul	Poznan
Bilbao	Kampala	Prague
Blantyre	Karachi	Pretoria
Bombay	Khartoum	Reykjavik
Bonn	Kigali	Riyadh
Bordeaux	Krakow	Rome
Brussels	Kuwait	Sanaa
Bucharest	Lahore	Sofia
Budapest	Leningrad	Stockholm
Bujumbura	Lilongwe	Strasbourg
Cairo	Lisbon	Stuttgart
Calcutta	London	Tel Aviv
Capetown	Lusaka	The Hague
Colombo	Luxembourg	Thessaloniki
Copenhagen	Lyon	Tripoli
Damascus	Madras	Tunis
Dar es Salaam	Madrid	Valetta
Dhahran	Manama	Victoria
Dhaka	Maputo	Vienna
Djibouti	Marseille	Warsaw
Doha	Maseru	Zagreb
Dubai	Mbabane	Zurich
Dublin	Milan	
Durban	Mogadishu	

USDA SAN FRANCISCO services:

Aukland	Jakarta	Seoul
Banda seri Begawan	Katmandu	Shanghai
Bangkok	Kuala Lumpur	Shenyang
Beijing	Manila	Singapore
Brisbane	Medan	Songkhla
Canberra	Melbourne	Surabaya
Cebu	Naha	Suva
Chengdu	Osaka-Kobe	Sydney
Chiang Mai	Perth	Taipei (AIT)
Fukuoka	Port Moresby	Tokyo
Guangzhou	Pusan	Udorn
Honiara	Rangoon	Vientiane
Hong Kong	Sapporo	Wellington

The addresses for the U.S. Despatch Agencies are as follows:

ELSO - Antwerp

U.S. Despatch Agent: Cliff Mecklenberg  
 Address: Noorderlaan 147, B-2030 Antwerp, Belgium  
 Mailing Address: APO New York, NY 09667-1040  
 Telephone: 011-32-3-542-4775

USDA - Baltimore

U.S. Despatch Agent: Phil Puopolo  
 Address: 230 US Customs House  
 Baltimore, MD 21202  
 Telephone: (FTS) 8-922-3629  
 Commercial: (301) 337-0064

USDA - Miami

U.S. Despatch Agent: Gerald L. Witt  
 Address: P.O. Box 522396 General Mail Facility  
 Miami, FL 33152  
 Telephone: (FTS) 8-350-2905  
 Commercial: (305) 966-3455 (H)  
 (305) 526-2906 (O)

USDA - New York

U.S. Despatch Agent: Frank Hearne  
 Address: Parkway Towers, Bldg B  
 485-B US Route One South  
 Iselin, NJ 08830-3013  
 Telephone: (201) 855-8880

USDA - San Francisco

U.S. Despatch Agent: Julie Chouprov  
 Address: 555 Battery St.  
 San Francisco, CA 94111  
 Telephone: (FTS) 8-556-6460  
 Commercial: (415) 661-9828

## ANNEX II Construction of Dunnage Wall

Materials are to be packed inside either 20' or 40' dry ISO standard steel shipping containers. Sea containers with smooth interior walls are not acceptable. A dunnage wall is to be constructed flush against the load, but in no case leaving less than 12" between the outer side of this wall and the doorway end of the container. The dunnage wall will be constructed with two vertical sheets of 3/4" plywood measuring 4' X 8', five horizontal 4" X 4"s and five vertical 2" X 4"s. These items are trimmed to fit and essentially seal the interior of the container. See Figure 1.

Fit the plywood into the container, supported by five 4" X 4"s which will lie horizontally in front of the plywood as viewed from the entrance and fit into the wall grooves on each side of the container. One 4" X 4" will be placed along the floor and another along the ceiling of the container. The other three 4" X 4"s are to be equally spaced between the top and bottom. Five vertical 2" X 4"s, eight feet in length will be nailed against the 4" X 4"s to provide vertical reinforcement. At least nine inches should be left between the two outer 2" X 4"s and the sides of the container. These 2" X 4"s will be firmly nailed to the 4" X 4"s with 16D or 20 penny nails. This dunnage wall will be of sufficient strength to withstand an 80 degree tilt while in transit.

Suggested steps for the construction of the dunnage wall.

1. Pre-cut/pre-fit all components of the dunnage wall before beginning construction or nailing in place.

- a. The plywood pieces may require notching at the top and bottom of the outer sides because of container reinforcements at the floor and ceiling.

- b. Cut the 4" X 4"s so that they slide smoothly in the side grooves.

2. Insert at least two 4" X 4"s in the side grooves and slide them to the floor. If more are inserted at this point, they may interfere with the placement of the plywood.

3. Place the two pieces of plywood in place behind the 4" X 4"s, with an overlap to provide sufficient room to work.

4. Raise a 4" X 4" to the ceiling and from the back side nail one sheet of plywood to the 4" X 4". Then nail the plywood to the 4" X 4" at floor level. Equally space the other three 4" X 4"s and nail from behind.

5. Slide the second piece of plywood over until it is almost in its proper place. Drive two or three screws part way into the plywood so a hammer or crowbar can be hooked onto these screws to provide "handles" to be used in pulling the board into place.

6. Work the board into place and toenail screws (at an angle) through the 4" X 4"s into the plywood. This pulls the board into the the 4" X 4"s for a snug fit. Drive nails through the 4" X 4"s into the plywood to reinforce the construction.

7. Space the five upright 2" X 4" X 8's and nail into place.

DOC 0225b



TRANSIT SECURITY  
DUNNAGE WALL  
DS/PSP/CS/TS

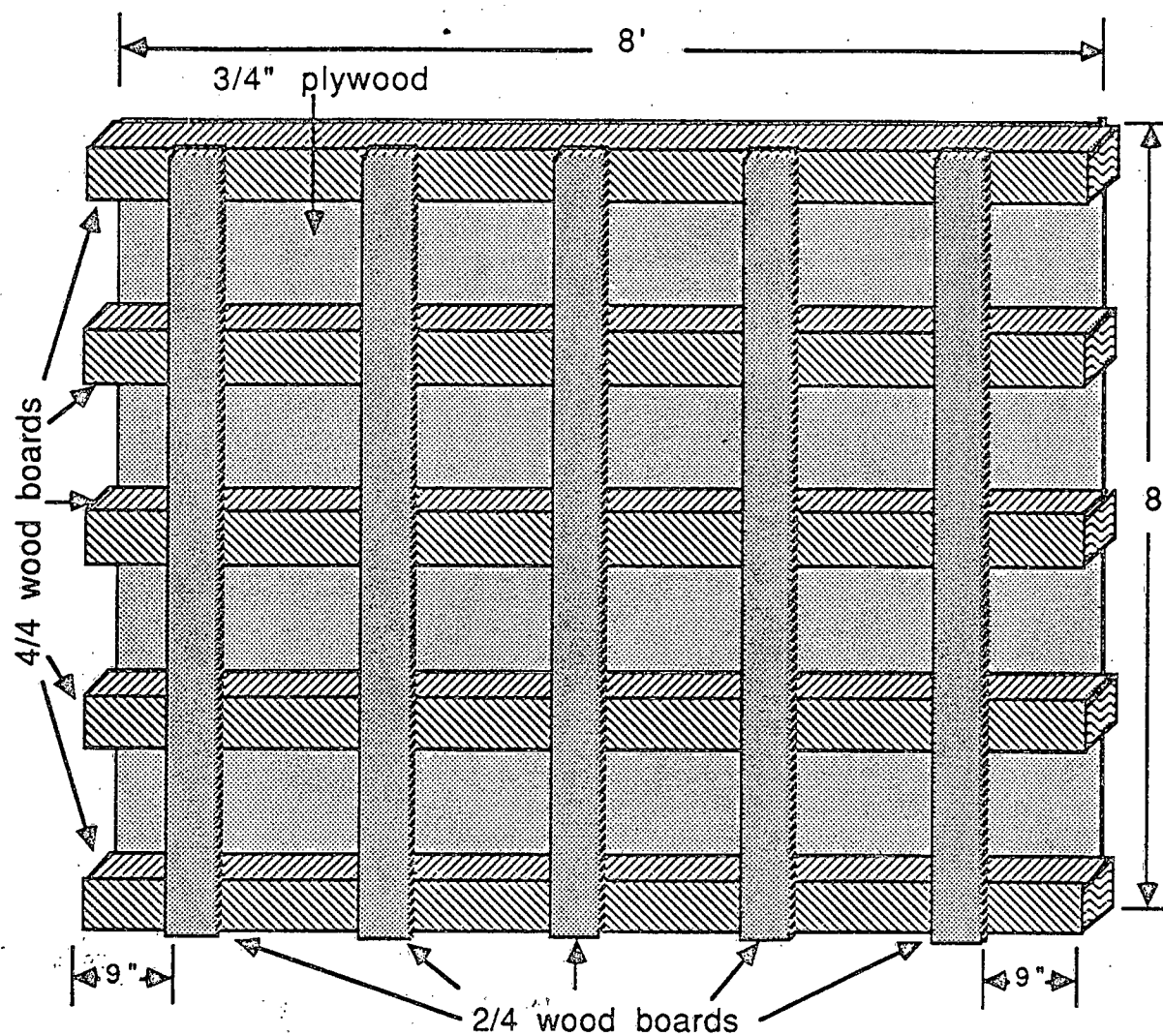


Figure I

## ANNEX III

CONTAINER CONDITION REPORT

## EXTERIOR

## INTERIOR

ITEM	NONE	YES / LOCATION		NONE	YES / LOCATION
DENTS			DENTS		
PATCHES			FLOORING		
PINHOLES			PAINT		
BOLTS MISSING			SCRAPES		
PUNCTURES			HINGES		
LOCKS/BARS			OTHER		
DOORS OPERABLE			Has interior paint sample photo been forwarded to DS/PSP/CS/TS		
OTHER					

## LEGEND

PATCHES	P
DENTS	D
HOLES	H
BOLTS	B
SCRAPES	S

NO \_\_\_ YES \_\_\_ DATE \_\_\_

REMARKS :

INSPECTOR \_\_\_\_\_

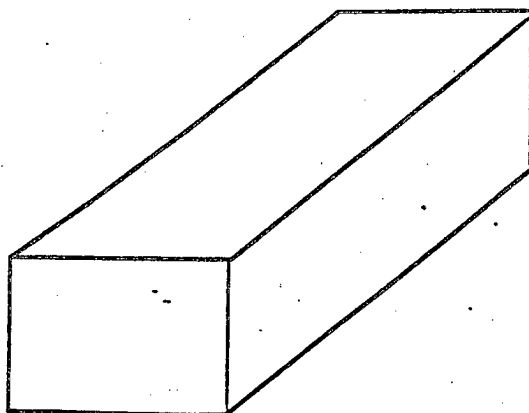
ORGANIZATION \_\_\_\_\_

DATE \_\_\_\_\_

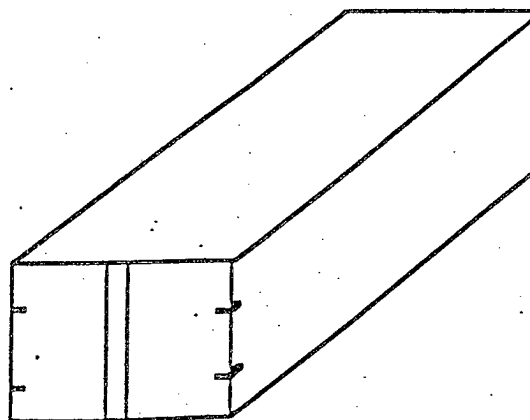
TELEPHONE \_\_\_\_\_

CONTAINER ID \_\_\_\_\_

SIZE 20' \_\_\_\_\_ 40' \_\_\_\_\_



front / left



rear / right

KEN L 069

## ANNEX IV

### RECAPITULATION

The following is a synopsis of responsibilities of contractors and Department of State as detailed in these Secure Logistics Procedures:

#### 1. Contractor\*

- a. Arrange for Central Receiving Point within 100 miles of designated USDA.
- b. Select vendors at random and give no indication of ultimate destination or use of materials.
- c. Obtain shipping containers.
- d. Prepare shipping containers in accordance with Department of State instructions.
- e. Consolidate, pack and secure shipping containers in accordance with Department of State instructions.
- f. Notify the USDA within specified times when cargo is prepared for shipment.
- g. Arrange, in coordination with appropriate post personnel, for reception, entry and customs clearance of the shipment.

#### 2. Department of State:

- a. Arrange pick up of material from central receiving point and shipment to final destination.
- b. Certify the cargo for shipment.
- c. After certification, provide means of 24 hour control to final destination.
- d. Assist in reception arrangements in host country.

\*Also applicable to entities within the Department of State who are directly performing procurement, consolidation, and shipment of materials for core areas.

ATTACHMENT  
to  
Secure Logistics Procedure

Transit Security Policy

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